



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>STAFF ANALYST</b>
3	<b>Posting Number</b>	<b>PN# 112847</b>
4	<b>Department</b>	<b>Finance &amp; Administration</b>
5	<b>Division</b>	<b>Regulatory Services Division</b>
6	<b>Section</b>	<b>611 Walker, 10th Floor</b>
7	<b>Reporting Location</b>	<b>M - F, 8:00 a.m. - 5:00 p.m.</b>
8	<b>Workdays &amp; Hours</b>	<b>*Subject to change</b>

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Functions in a staff role to provide professional analytical and administrative services for the Utility Regulation & Legislative Section of the Regulatory Services Division. Duties will include: primary responsibility for the collection, accounting, and reporting of revenue from, and administration of, electric franchises, natural gas franchises, solid waste franchises, and private water company franchises, including posting franchise fee payments and posting electronic payments via CR and tracking and managing any delinquency issues; tracking franchise revenues and trends including demographic and other trends that affect franchise revenues; tracking historical and ongoing electric kWh usage and gas mcf usage inside the city limits; initiating franchise audits timely; assisting the Assistant Director as the primary departmental liaison during each legislative session; tracking PUC , TRRC and TCEQ projects and rulemakings that affect the City; performing vehicle-for-hire rate studies; performing and/or coordinating rate studies for private water company tariff rate cases; assisting in, or conducting, public hearings related to the City’s jurisdiction in utility and vehicle-for-hire rate proceedings; drafting language for ordinance changes for vehicle-for-hire and commercial permitting ordinances; tracking soda concession revenues; tracking nuisance abatement lien collections; research franchise and related right-of-way issues and conduct requested surveys and studies; PEG contract administration; tracking staff performance against established Division performance measures; preparing written responses to elected officials, other City departments, citizens, etc.; assist in negotiation of new franchise agreements and franchise renewals; attend Agenda Briefing, Public Session, City Council Committee meetings and other meetings as requested and make presentations as needed. Will be required to drive on city business.

10 **WORKING CONDITIONS**

The position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelors Degree in Business Administration, Public Administration, or field directly related to the type of work being performed.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of professional administrative, financial, or analytical experience related to the type of work being performed are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Drivers License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to candidates with: prior experience in the ratemaking section of an electric utility, gas utility, telecommunications company or cable company, or with a regulatory body such as the PUC, TCEQ; prior experience with a municipal regulatory body in another Texas municipality; prior experience with City of Houston legislative matters; knowledge/expertise in the Texas Utilities Code, particularly Chapter 39; knowledge/experience regulating vehicles for hire in Texas; experience in a SAP environment; knowledge/experience working with municipal budgets, particularly sources of revenue; knowledge/experience in issues related to compensation for the use of municipal rights-of-way. Ability to travel. Ability to communicate effectively both verbally and in writing to all levels of management, elected officials, etc. is a must. Must be a team player and willing to learn new skills sets. Strong organizational, task management and analytical skills required, with ability to make good decisions at the project team level.

15 **SELECTION/SKILLS TESTS REQUIRED** A writing sample will be required.

16 **SAFETY IMPACT POSITION** ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 26  
\$1,587 - \$2,302 Biweekly \$41,262 - \$59,852 Annually

18 **OPENING DATE** August 30, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. For application status inquiries, please call 713.837.9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.**

An equal opportunity employer

